



2019 DuPage County Back to School Fair: Exhibitor Information

Exhibit Hours: 11:00 AM – 6:00 PM on Wednesday, August 7th

Exhibit Set-Up & Take-Down: The exhibit area will be available for set up on:

Tuesday, August 6th from 12:00 PM - 4:00 PM

Wednesday, August 7th from 8:30 AM – 9:30 AM

All exhibits must be set up and ready by 10:00 AM and your organization must remain at the fair until 6:00 PM UNLESS you have completed the Participating Agency Timesheet

Exhibit Information: With a \$50.00 fee, each organization will be assigned one (1) 6-8-foot table and two chairs. Space is limited therefore each organization is only allowed (1) table set. There will be **free wireless internet connection**. If you require usage of an electrical outlet, please indicate such on the form as there is an additional fee of \$10. Please bring a table cloth to cover your table. **Table cloths will not be supplied.**

Agencies are responsible for transporting display items to the exhibit area. If applicable, organizations can provide their own backdrops, easels, etc. In consideration of other exhibitors, please only use easels BEHIND the exhibit table and limit the number of individuals working at your exhibit. Everyone is encouraged to wear comfortable and cool clothes.

Table numbers and registration packets will be placed on your assigned table. Packets will include specific instructions on set-up/take-down, services available and map of the Fair. Exhibits should be dismantled and removed no later than 7:00 PM.

Hand-Outs: Each organization should be equipped to distribute a minimum of 2,500 handouts. Agencies are encouraged to provide translated material if available. Freebies such as key chains, pens, pencils, note pads or small food items may be distributed. Please do NOT give away balloons or gum!

Lunches & Breaks: Please do not leave your booth unattended. It is advisable to rotate your staff for breaks and lunch. Exhibitors are welcome to bring a brown bag lunch.

Catholic Charities, Diocese of Joliet is a faith-based organization providing service to people in need and calling others of good will to do the same.





2019 DuPage County Back to School Fair Information

Date:	Wednesday, August 7 th , 2019
Time:	11:00 AM to 6:00 PM
Location:	DuPage County Fairgrounds 2015 Manchester Road, Wheaton, IL 60187
Fees:	\$50.00 for a table/chair set (a set includes 1 table and 2 chairs) by July 5 th ; \$60.00 after July 5 th

Goal: To increase opportunities for positive educational experiences and to provide access to health and human services for low income families in DuPage County.

Participating Agencies Will:

- Provide services to children (newborn to 18 years) and/or families with children
- Provide direct, on-site service (information, school supplies, books, etc.)
- Be responsible for your own set-up and operating supplies
- Staff assigned table or area from 11:00 AM to 6:00 PM
***** If your agency CANNOT stay for the entire time it is VERY IMPORTANT that you indicate this on the online form. This will enable Catholic Charities & the Fair Planning Committee to ensure that all fair attendees have access to a variety of services. *****
- Provide handouts or free give-away material (*please no gum or balloons*)
- Provide translated material, if available

Fair Attendees/Guests:

Those families of DuPage County whose income is at or below 185% of federal poverty guidelines are encouraged to participate. During the registration process, parents will be required to provide proof of residency as well as identification for each child. Every child of the Fair must be accompanied by a parent or guardian.

Target Population:

Low-income families residing in DuPage County.

Display, Equipment & Standard Services:

A table (6-8ft) and two chairs will be provided. Electricity is available for an additional fee of \$10. Please note: there are only ten spots available for electricity.

Cost: \$50 for a table/chair set by July 5th and \$60 after July 5th.

For more information, please contact: Amy Lambert, Catholic Charities Fair Coordinator
Phone: 630-495-8008, ext. 6541 Email: alambert@cc-doj.org

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2019 DuPage County Back to School Fair: Tips & Advice for Fair Day

1. **Arrive with a thorough knowledge of your service.** Emphasize the benefits it offers to potential clients. Remember that your display is an extension of your agency.
2. **Dress in casual attire.** Dress in cool and comfortable clothing. This is also a reminder that the facility is a smoke-free environment.
3. **Don't distribute information and literature indiscriminately to every passerby.** Reserve it for those who seem genuinely interested. Remember that children will "collect" anything displayed at a table and will grab handfuls if you allow it. We suggest you display a limited amount of giveaways and brochures. Keep the rest securely stored on the floor behind or under your table. No gum or balloons are to be given away at the fair.
4. **Consider a drawing or a game with prizes to attract attention to your exhibit.** Eye catching and/or colorful signs help draw attention to your booth. Anything within the rules of the Fair is permitted to attract people to your booth. These should be planned with care remembering that the main objective of your exhibit is to represent your organization and services. A flashy giveaway or attraction in your booth may draw a large number of people to your exhibit, but may not represent a good potential for talking about your organization and its services.
5. **Consider using a stamp on the back of the family's registration form** or on the hand of the client to indicate they have already received a give-away from your table. This should allow you to distribute your giveaway for the duration of the fair.



Thank you for your participation! We are pleased that you are joining us and hope you have a wonderful day meeting many of the families of DuPage County!

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